



NEW JERSEY AIR NATIONAL GUARD
HEADQUARTERS NEW JERSEY AIR NATIONAL GUARD

MEMORANDUM FOR 177FW 108ARW

16 July 2002

FROM: NJANG/CC

SUBJECT Coordination Policy and Reporting Serious Matters to the NJANG/CC

1. The importance of accurate, relevant and timely information is a special Command Target area. Information superiority remains a fundamental pre-condition and an essential requirement for conduct of all military operations.
2. The need for up channeling information as contained in this memorandum is not all-inclusive and I expect you to exercise prudent judgment in keeping both the Air Executive Officer and myself apprised. We will be in constant contact with TAG-NJ on all matters related to the NJANG and strongly suggest you err on the side of too much information as opposed to not enough.
3. NJANG Regulation 55-2 provides for the telephonic reporting of any matter. Review its content and ensure it is readily understood throughout your command. In brief, when any serious matter arises, immediately notify me or the Air Executive Officer. This action should be followed immediately by an e-mail memorandum. When in doubt about whether or not to report a particular incident, simply report it!
4. Additionally, there are also certain types of events of which TAG and HQ NJANG must be kept informed. When any of the following occur, I direct that you keep me personally advised on a timely basis.
 - a. Any flying mishap/incident and any significant ground accident at your base or duty - related accidents away from home base.
 - b. Extended periods of time when you will be off base (e.g., TDY, Leave, etc.) and the name of the officer you designate to be in charge during your absence.
 - c. Major events that occur or that are forecasted: e.g., IG Team inspection, visit by senior officers. If I cannot expect an Inspection critique, I want a personal briefing as soon as possible thereafter.
 - d. OPREP/SITREP REPORTS send out verbally or hardcopy. When hardcopy is sent out a copy will be sent to the Air Executive Officer.

e. Potential legal/media issues: Events that might result in litigation and/or media exposure, or otherwise may impact you and your unit.

f. Contact with NGB/ANG: Except for normal routine contact, please report significant command issues or requests for major policy guidance received from the National Guard Bureau, ANGRC or USAF such as fraud, waste and abuse complaints, visits anticipated to your base by National Guard Bureau staff.

g. Plans for major deployments and exercises and a periodic report during the event, if appropriate, as well as an after-actions trip report when the deploying unit/element return home station. The trip report, upon return, must include any unusual or unfavorable incidents, which may result in subsequent problems. This stipulation applies primarily to aircraft deployments but could have applicability to separate unit deployments.

h. A brief trip report for each conference you attend or for visits made to the National Guard Bureau or other higher headquarters. Such reports should be brief, to the point and without extraneous information. Reports should be transmitted electronically whenever possible.

i. The death of a unit member, current or retired, whether related to military duty or not. In such cases, include with the name a brief summary about children at home, the individual's position and unit of assignment, circumstances surrounding the death, etc. If you learn that the deceased was separated from his/her spouse, please include that information as well.

j. Any incident that has the potential to reflect unfavorably on the NJANG.

k. The arrest or detainment of any NJANG member, to include any incident reported to you about a member that occurred on a military facility.

l. Key strength issues and programs being worked: Involuntary separations of E-7 and above.

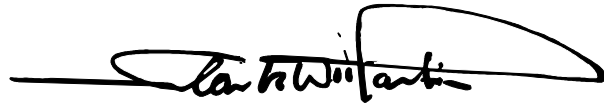
5. The NJNG Emergency Operations Center (EOC) must also be notified when any significant event occurs (for example, accidents or mishaps).

6. The following process will be utilized to advise HQ NJANG, the NJANG Leadership & JOC on matters relating to support to Community-State events & crises. Upon notification of a tasking or a request for MSCA Support from other than the NJNG Command structure, evaluate the situation to determine its severity. If it concerns a major event or if a situation is of an urgent nature, notify this HQ immediately.

If the event is not major or the situation is not urgent, then during duty and non-duty hours send notification to AXO.

7. For urgent matters, this list, while not all inclusive, provides a responsible template. Again, I would rather you err on the side of providing too much information than not enough. By following these guidelines, we can keep The Adjutant General informed about events affecting the New Jersey Air National Guard.

8. TAG-NJ and I want all information passed on to both the Air Executive Officer and myself. TAG-NJ and I require timely notification on matters of a significant nature about you and your unit. In most instances, a telephone call will suffice, but also e-mail is required as follow up on matters of importance! Your Command Posts can reach us 24-hours a day.

A handwritten signature in black ink, appearing to read "Clark W. Martin". The signature is stylized with a large, sweeping loop at the end.

CLARK w. MARTIN, Major General, NJANG
Commander

CC: NJDMAVA/TAG/DAG
NJANG/AXO/NJANG/CV